

**FUNERAL DIRECTOR EXAMINING BOARD
MEETING MINUTES
March 26, 2013**

Present: Brian Langendorf, Dean Stensberg

Present by phone: Michele Moore, Thomas Bradley

Excused: Eric Lenggell

Staff: Dan Williams, Executive Director; David Carlson, Communications Specialist; and other Department staff

Brian Langendorf, Board Chair, called the meeting to order at 9:45 a.m. A quorum of four members was confirmed.

ADOPTION OF AGENDA

MOTION: Thomas Bradley moved, seconded by Dean Stensberg, to adopt the agenda as amended. Motion carried unanimously.

APPROVAL OF MINUTES

MOTION: Dean Stensberg moved, seconded by Thomas Bradley to approve the minutes of November 6, 2012 as published. Motion carried unanimously.

ELECTION OF OFFICERS FOR 2013

CHAIR

NOMINATION: Thomas Bradley nominated Brian Langendorf for the office of Board Chair. Dan Williams called three times for other nominations for the office of Board Chair.

VICE CHAIR

NOMINATION: Brian Langendorf nominated Dean Stensberg for the office of Board Vice Chair. Dan Williams called three times for other nominations for the office of Board Vice Chair.

SECRETARY

NOMINATION: Brian Langendorf nominated Thomas Bradley for the office of Board Secretary. Dan Williams called three times for other nominations for the office of Board Secretary.

2013 ELECTION RESULTS	
Chair	Brian Langendorf
Vice Chair	Dean Stensberg
Secretary	Thomas Bradley

MOTION: Dean Stensberg moved, seconded by Thomas Bradley, to have the Board delegate authority to the Board Credentialing Liaison, or the Board Chair, to review and approve any new or renewal applications for individuals or establishments that do not meet all requirements for licensure or where there may be questions regarding the application that need further review. This motion revises Board action taken on November 6, 2012. Motion carried unanimously.

MOTION: Dean Stensberg moved, seconded by Michele Moore, to delegate the authority to the Chair or the Chair's designee to act as the Monitoring Liaison. Motion carried.

MOTION: Dean Stensberg moved, seconded by Michele Moore, to adopt the New Model Language and Delegated Authority Request for Monitoring as outlined in the document on page 14 of today's agenda packet. Any actions taken pursuant to this motion shall be reported at the following Board meeting. Motion carried unanimously.

MOTION: Michele Moore moved, seconded by Thomas Bradley, to go to an open book exam format for the State Law Exam. Motion is tabled for further discussion until next meeting. Motion carried unanimously.

LIAISON APPOINTMENTS

Chair Brian Langendorf made the following appointments of liaisons:

2013 LIAISON APPOINTMENTS	
Credentialing	Michele Moore
Screening Panel	Thomas Bradley, Brian Langendorf, Eric Lengell
Monitoring	Thomas Bradley

MOTION: Thomas Bradley moved, seconded by Dean Stensberg, to approve the election of the slate of officers as nominated and acknowledge the Chair's Liaison appointments. Motion carried unanimously.

MOTION: Dean Stensberg moved, seconded by Thomas Bradley, to remove all position statement related to Funeral Directors from the DSPS website. Motion carried unanimously.

MOTION: Dean Stensberg moved, seconded by Michele Moore, to note that the Board will review FD rules 1-6 rules and come prepared to discuss at the next meeting. Motion carried unanimously.

CONVENE TO CLOSED SESSION

MOTION: Dean Stensberg moved, seconded by Michele Moore, to convene to closed session to deliberate on cases following hearing (s. 19.85(1) (a), Stats.; consider closing disciplinary investigation with administrative warning (s. 19.85(1)(b), Stats. and 440.205, Stats., to consider individual histories or disciplinary data (s. 19.85 (1)(f), Stats.; and, to confer with legal counsel (s. 19.85(1)(g), Stats.). Roll Call Vote: Thomas Bradley - yes; Brian Langendorf - yes; Michele Moore - yes; Dean Stensberg-yes;. Motion carried unanimously. Open session recessed at 11:49 a.m.

RECONVENE TO OPEN SESSION

MOTION: Michele Moore moved, seconded by Dean Stensberg, to reconvene in open session at 2:13 p.m. Motion carried unanimously.

VOTING ON ITEMS CONSIDERED/DELIBERATED IN CLOSED SESSION

MOTION: Michele Moore moved, seconded by Dean Stensberg, to affirm all motions made in closed session. Motion carried unanimously.

PROPOSED STIPULATIONS, FINAL DECISIONS AND ORDERS

MOTION: Michele Moore moved, seconded by Thomas Bradley, to adopt the Stipulation, Findings of Fact, Conclusions of Law, and Order, in the matter of 09 FDR 010 Frank L. Bifulk. Motion carried unanimously.

CASE CLOSINGS

MOTION: Dean Stensberg moved, seconded by Michele Moore, to close Case 09 FDR 010, with regard to Funeral Home R.U.K. and Funeral Director W.J.D. for no violation. Motion carried unanimously.

MOTION: Dean Stensberg moved, seconded by Michele Moore, to close Case 09 FDR 010, with regard to the Burial Agent license of F.L.B. for insufficient evidence. Motion carried unanimously.

MOTION: Michele Moore moved, seconded by Thomas Bradley, to close Case 12 FDR 005, for prosecutorial discretion (P2). Motion carried unanimously.

MONITORING

MOTION: Michele Moore moved, seconded by Thomas Bradley, to remove all limitations and grant a full and unencumbered license to Daniel G. Duffenbach. Motion carried unanimously. Motion carried unanimously.

APPLICATION MATTERS

MOTION: Thomas Bradley moved, seconded by Michele Moore, to issue an intent to deny the establishment application of Timothy Thelen for Always Remembered Memorial Services unless, within 45 days, he provides additional information that he has the authority under 445.105 (2) (s) to maintain the establishment in compliance with the Board's statutes and rules. Motion carried unanimously.

MOTION: Michele Moore moved, seconded by Thomas Bradley, to grant the application for apprenticeship permit for Donald Marshall. Motion carried unanimously.

MOTION: Dean Stensberg moved, seconded by Michele Moore, to deny the request for extension of apprenticeship permit for Christopher Hartson. Reason for denial; failed to establish good-cause for extension of the apprenticeship pursuant to Wis Stats. s. 445.095 (4). Motion carried unanimously.

ADJOURNMENT

MOTION: Thomas Bradley moved, seconded by Michele Moore, to adjourn the meeting at 2:37 p.m. Motion carried unanimously.